



# bennelongmusic

ABN: 79 094 820 913

info@bennelongmusic.com.au PH: 1800 788 639 PO Box 3121 PUTNEY NSW 2112



## AFTER-HOURS TUITION ENROLMENT FORM



*“Excellence in Education”*

Bennelong Music offers after-hours lessons at 1/83A Charles Street, Putney (behind/above ‘Putney Patio’) between the hours of 3.30pm-7.00pm Mon-Fri and 8am-1pm Sat.

STUDENT NAME ..... AGE .....

SCHOOL .....

INSTRUMENT .....

Have you had lessons before? YES/NO      How long? .....

### **Please ✓TICK the relevant box/es**

PRIVATE LESSON  
(30 mins)

**OR**  SMALL GROUP LESSON  
(3 Students-30 mins)

I NEED TO HIRE AN INSTRUMENT (We will send you a HIRE form)

Private lessons: \$44+gst per 30-minute session

Small Group: \$33+gst per 30-minute lesson (3 per group)

Administration Fee: \$15+gst per term (if your child is part of our school Band program, your admin fee will increase to \$44 per term to cover books & concert preparation).

PREFERRED TIME .....PREFERRED DAY .....

MOTHER’S NAME .....FATHER’S NAME.....

ADDRESS .....

MOBILE PHONE (M) ..... (F) .....

PREFERRED EMAIL.....

*(Please print carefully)*

**WE HAVE A BLANKET POLICY OF “NO SHOW” = LESSON FORFEITED, FOR WHATEVER REASON  
WE ARE STILL PAYING THE TEACHER WHEN YOU ARE NOT THERE. THANK YOU FOR YOUR  
UNDERSTANDING!**

Check out our website – <http://www.bennelongmusic.com.au>



*"Excellence in Education"*

## TERMS & CONDITIONS

**Band & String Rehearsals** – If your school has a band or string ensemble, rehearsals will take place before, during or after school for up to 1 hour:

**Gladesville Public: Mondays:** 7.40-8.40am Concert Band (Hall)

**Killara Public: Wednesdays:** 8.00-9.00 Strings (music room) & 3.15-4.15pm Senior Band (Hall)

**Holy Spirit: Fridays:** 8.00 to 9.00am Concert Band (Music Room)

**Marrickville Public Thursdays** 7.45-8.45am Concert Band (Hall)

*(timings may vary or change during the school year)*

**Group & Private** lessons are available at the following schools:

Gladesville Public – After School from 3.15pm to 5.45pm Monday to Friday

Killara Public – After school from 3.15pm to 6.15pm Monday to Thursday

St Charles – During school hours Mondays

OLQP – During school hours Thursdays

Holy Spirit – During school hours Tuesdays and Wednesdays

Holy Cross College Ryde – During school hours Thursdays and Fridays

Marrickville Public - After school from 3.15pm to 5.45pm Mondays

Denistone East Public – After school 3.10pm to 6.10pm Monday to Friday

*(timings may vary or change during the school year)*

**Band Only** - Students enrolled in 'band only' can only do so if they are having private lessons with an experienced and fully qualified local teacher.

**Accessories** – all students require a tutor book for band and lessons. This will be provided by Bennelong Music. Clarinet & Saxophone players will need a steady supply of reeds and brass instruments will need valve oil/slide grease. Guitars and violins will need replacement strings occasionally. Drummers will need sticks. We also recommend you purchase a music stand for practice.

**Practice** - along with school-based rehearsal & tuition, it is expected that students will spend regular time at home practicing their instrument. At least 4 x 20-minute practices are required to satisfactorily revise each weeks' tuition, perhaps more if a student is doing exams.

**Fees** – band and lessons are provided on a *term-by-term* basis with a term typically consisting of 9-11. Fees are payable at the **commencement** of each term and includes all tutorials/band rehearsals and performances for the term. If a public holiday, pupil free day or other 'whole school' activity occurs, a make-up lesson or credit will be applied. This does not apply to band as there will be additional rehearsals throughout the year in preparation for concerts and performances.

**Payment** – an invoice will be emailed to you at the beginning of each term. We accept EFT, credit card. We do not accept cheques. All unpaid accounts at the end of each term are sent to a debt recovery agency. All costs involved in this process will be passed on to the debtor. We do accept weekly payments if you have hardship. Please ask us about this.

**Student Absences** – please note that tuition is a 'full term' commitment as we employ teaching staff for a full term in advance. Student absences *cannot* be made up. As such, no refund is provided for student absences.

**Teacher Absences** – if a teacher cannot be present for a lesson, a substitute teacher will be appointed. Where a substitute teacher cannot be appointed, a credit will be applied to your account on your next invoice or a make-up lesson offered if available.

**Withdrawal** – minimum commitment for tuition is 1 term. Notice of withdrawal must be given to Bennelong Music in writing *before* the end of the current term enrolled.

**Correspondence** – enrolment, and general enquiries should be directed to Bennelong Music office:

[info@bennelongmusic.com.au](mailto:info@bennelongmusic.com.au)

Ph: 1800 788 639 (9am to 3.30pm Monday to Friday).

The office of the school your child attends will not be responsible for handling Bennelong Music business. Notes sent to school offices often take several days to arrive at Bennelong Music main office, so be sure to contact us directly.

Accounts enquiries to: [accounts@bennelongmusic.com.au](mailto:accounts@bennelongmusic.com.au)

**Resources & Books Fee** – all students will be charged \$44 per term (includes GST). This covers administration time, 'general' resources such as sheet music, photocopying, music stands, percussion, amplifiers, keyboards, music books (**not AMEB**), diaries, 'general' instrument repairs for school-based stock and all concert administration (where appropriate). It may also assist in hire charges for use of practice rooms.

**Photography** – Bennelong Music sometimes uses photographs of students on it's website, in brochures, newsletters and other promotional material. No personal details or surnames will be used, and photos are used in accordance with Bennelong Music's 'Child-safe, Child-friendly' policy. If you do not wish Bennelong Music to display photographs of your child, please notify us in writing via email.

**Bennelong Music Teachers** – all of our teachers carry a "Working with Children Check" identity number. They are also qualified professionals.

**Website** – you can access a variety of information on our website, including teacher profiles:

<http://www.bennelongmusic.com.au>

### **TUITION COSTS**

Band Tuition: \$15 +gst per lesson (includes all concerts)

String Ensemble: \$15 +gst per lesson (includes all concerts)

Private Lesson - \$44 +gst each (30 mins)

Small Group Lesson (3 per group) - \$33 +gst each (30 mins)

Admin, Resources & Books Fee Per Term - \$40 + gst (= \$4.40 per week)

### **HIRE**

We offer the following instruments for hire on a term-by-term basis:

Saxophones (soprano/alto/tenor) - \$120-\$150 + GST

Flutes - \$120 + GST

Trumpets - \$75 + GST

Trombones - \$75 + GST

Clarinets - \$120 + GST

Acoustic Guitars - \$50 + GST

Electric Guitars - \$55 (+ \$25 for amp) + GST

Acoustic & Electric Drums - \$120 + GST

Weighted Keyboard & stand (88 keys) - \$100 + GST

Violins - \$75 + GST

Cellos & Double Basses POA

Please indicate on your enrolment form if you would like to hire an instrument and we will send you an application form...**Thank you.**